

0 1476/2

ILLEGIB

ROUTING AND TRANSMITTAL SLIP

6/3/85 ✓

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/HOME/OL		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	XXXX For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: D/LOGISTICS

DO NOT use this form as a RECORD of approvals, concurrences, dispositions,
clearances, and similar actions

FROM: (Name, office symbol, Room No./Post)	Room No.—Bldg. <i>Office</i>
	Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO: 1983 O - 381-529 (232)

Guest Services, Inc.

DD/A Registry
85-1646/2

Vice President's Office

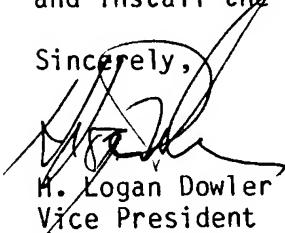
May 24, 1985

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Fitzwater:

Thank you for your letter of May 20. We will proceed with the method for screening the beverage counter that you indicated you prefer. Our first step is to develop more complete specifications and to seek estimates of construction costs. If those costs as projected are excessive for the short lifespan contemplated before the facility is remodeled, I will get back to you with that information. Otherwise you can assume that we will pursue funding of the remodeling with the General Services Administration contract equipment reserve fund and will construct and install the sliding doors as soon as possible.

Sincerely,


M. Logan Dowler
Vice President

cc: S. J. DiMeglio
H. E. Jackson

3055 Prosperity Avenue • Fairfax, Virginia 22031-2290 • (703) 849-9300

Central Intelligence Agency



Washington, D.C. 20505

85-1646 / 1

20 MAY 1985

45 - /

Mr. H. Logan Dowler
Vice President, Operations Group
Guest Services, Incorporated
3055 Prosperity Avenue
Fairfax, Virginia 22031-2290

Dear Mr. ~~Dowler~~:

Thank you for sending the two suggestions for screening the supplies stored under the beverage counter at the South Cafeteria. Of the two methods, the sliding door seems the more practical solution because it will allow the counter person to clear and serve the items from behind the counter.

As you and Mr. DiMeglio are aware, we plan an extensive renovation of the serving area within two years. If the cost estimates for this concealment become excessive for a short useful life, I recommend that the idea be tabled.

Sincerely,

/s/ Harry

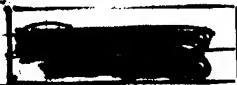
Harry E. Fitzwater
Deputy Director
for
Administration

Distribution:

Orig - Addee
2 - DDA
1 - D/L Chrono
1 - OL/Files
2 - OL/HOME

STAT
OL/HOME [redacted] (16 May 85)
OL/HOME [redacted] (Retyped 17 May 85)

DD/A Registry
85-1646/



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

GSI Memo - Screening Behind the Counter Material

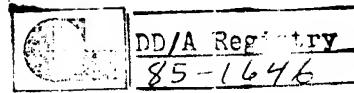
STAT

FROM:		EXTENSION	NO.
C/HOME/OL ^{WIL} 3E-14 Hqs.			OL-10086-85
		DATE	DATE
		RECEIVED	FORWARDED
		OFFICER'S INITIALS	
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)			
1.	EO/DDA 7D-24 Hqs.	1740 17 MAY 1985	Zur
2.	DDA	20 MAY 1985	<i>J</i>
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

8-66 163

ATTAC

Guest Services, Inc.



Vice President's Office

April 29, 1985

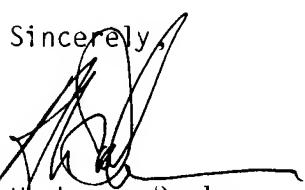
Mr. Harry Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, D. C. 20505

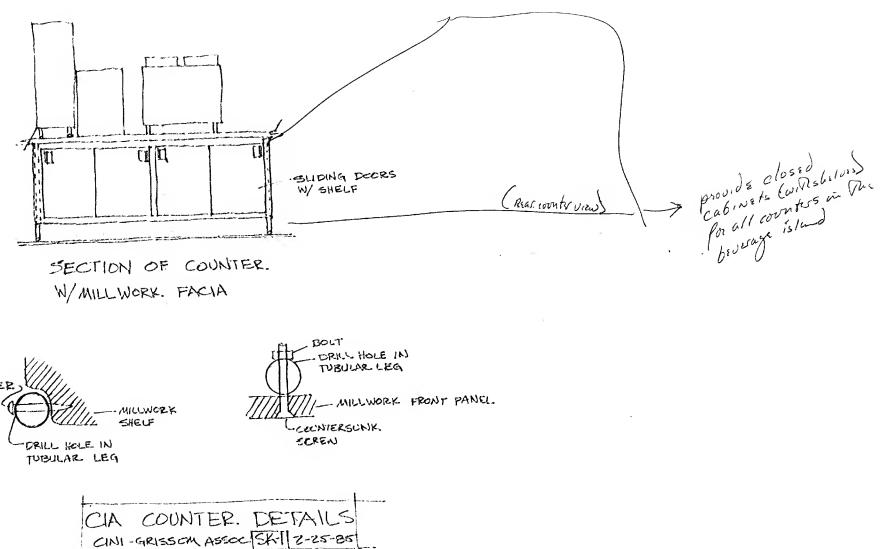
Dear Mr. Fitzwater:

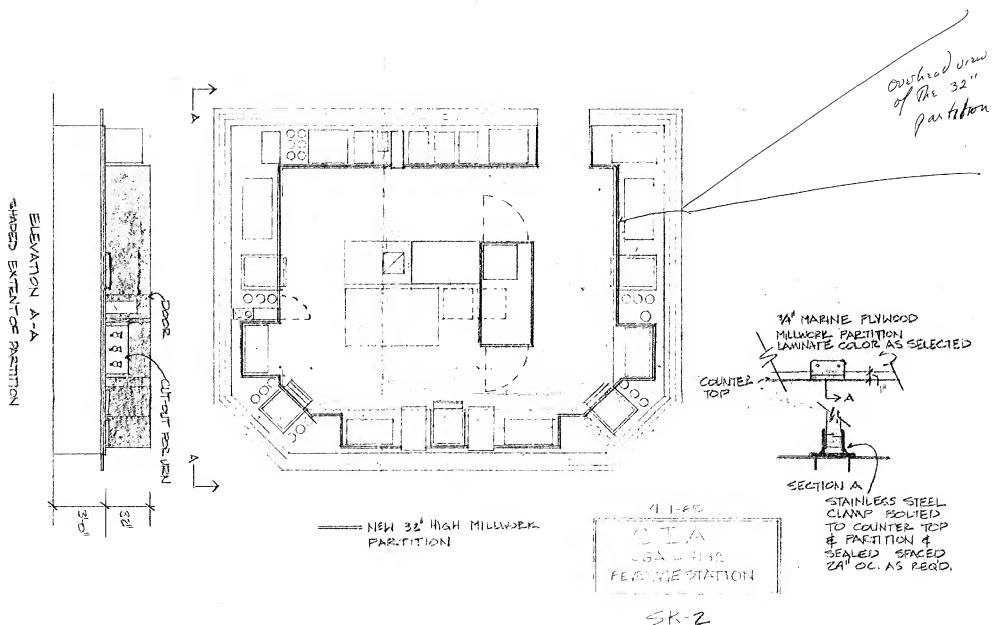
I am writing to you on behalf of Mr. DiMeglio who is out of town for several days. In a recent meeting you and he discussed devising a means of screening from customer view, the "under" and behind-the counter equipment and supplies of the center beverage island of the south serving square. We have engaged Cini Grissom Associates (CGA) to conceptually give us solutions to the problem. They have suggested two means of proceeding, one is to simply enclose the rear of all the counters with cabinet doors, adding storage shelves inside the cabinets as necessary; the second is to construct a visual barrier 32" high attached to the counter top, essentially behind most of the countertop equipment. Both ideas obviously have advantages and disadvantages. If you can give us your opinion on the way you would like to proceed, we will then finalize designs and seek approval to design, fund, and build from the General Services Administration.

If I or others on my staff can answer any questions concerning the design ideas and the project, please call me.

Sincerely,


H. Logan Dowler
Vice President
Operations Group





85-1646

ILLEGIB

45-1

ROUTING AND TRANSMITTAL SLIP

Date
3 MAY 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Logistics		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

1. For Action.

Suspense: 17 May 1985

DO NOT use this form as a RECORD of approvals, concurrences, dispositions,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EO/DDA	<i>801</i>
Phone No.	

8041-102

* U.S.G.P.O.: 1983 -421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206